Decor 200

User friendly Guide

Plain Language Commission — Clear English Standard — Winning Document

At a glance

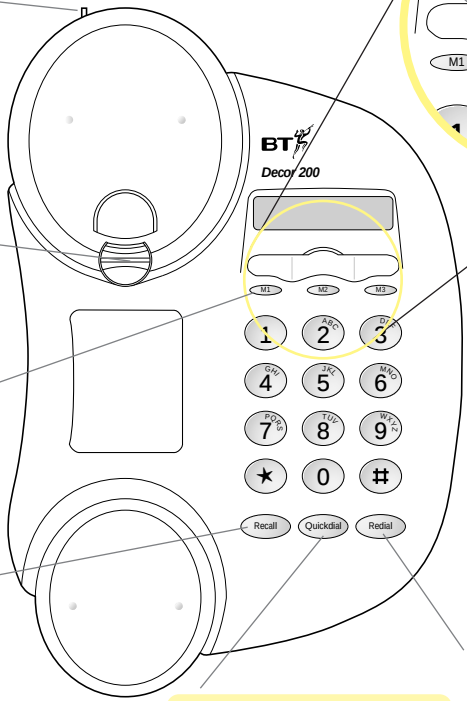
Store button
(Located under the 'one-touch' memory label.) Use to store phone numbers in the memory.

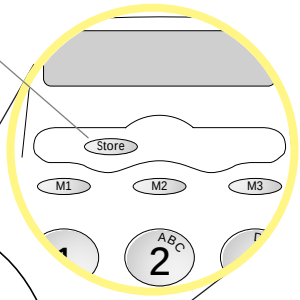
Handset park
When the Decor 200 is wall-mounted, you can hook the handset on this if you need to temporarily move away from the phone.

Handset hook
Keeps the handset in place when the phone has been wall-mounted

One-touch memory buttons
Press to dial a stored number.

Recall button
For use with PBXs and Select Services.





Redial button
Redials the last number dialled.

Quickdial button
Allows you to use up to 10 numbers stored in the memories under the keypad.

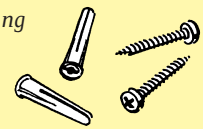
We thank you for making the right choice and expect that your phone will give you many years of quality service. Please read the instructions carefully before use, and keep this User Guide for future reference.

IMPORTANT

Check that your Decor 200 is complete. When you unpack you must have:

Decor 200 phone with telephone line cable attached ✓

Screws and wall plugs for wall mounting ✓



Installing your Decor 200

1 Situating your Decor 200

Situate your Decor 200 close enough to a phone socket so that the cables will reach.

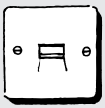
Do not stand it on carpets or other similar surfaces that generate fibres.

Do not cover or enclose the machine; allow a free flow of air to its surfaces.

Your Decor 200 can be wall-mounted. See '*Wall-mounting*'.

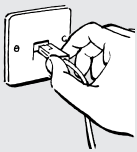
Warning
Your Decor 200 is only designed to be operated in a normal office or domestic environment. It should not be used in bathrooms or near water.

2 Check your telephone wall socket



If you do not have a modern style socket, call **Free***fone 0800* **800 150** and ask for a BT engineer to come and fit the correct socket. This is a chargeable service.

3 Plug your Decor 200 into the telephone wall socket



4 Set the ringer volume

The ringer volume switch is located on the underside of your Decor 200 and effects the volume at which your phone rings.

There are two settings:

HI
A loud ring; your Decor 200 is preset to this position.

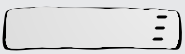
LOW
A quiet ring.

Your Decor 200 is now ready for use.

Using your Decor 200

To make a call

1. Lift the handset and listen for a dialling tone. Display shows:



2. Dial the number you require. The display shows the number dialled.

To end the call, replace the handset.

To receive a call

1. When the phone rings pick up the handset and speak.

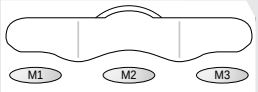
To redial the last number dialled

1. Lift the handset.
2. Press the **REDIAL** button.

▷ The phone will automatically dial the last number dialled.

To store phone numbers in the 'one-touch' memory

Your Decor 200 has three 'one-touch' memory buttons.



You can store a number on each of these buttons and dial the number by pressing just one button; so there is no need to dial all the digits every time.

To store numbers in the memory you use the

STORE button. This is located under the 'one-touch' memory label. Lift up the plastic cover and label to reveal the **STORE** button.

1. Lift the handset.
2. Press the **STORE** button.

Display shows *E*.

3. Dial the phone number to be stored. The display shows the number.
4. Press the **STORE** button.
5. Press the 'one-touch' memory button (**M1**, **M2** or **M3)** under which you want to store the number.

▷ The number is now stored.

To dial a number stored in the 'one-touch' memory

1. Lift the handset.
2. Press the 'one-touch' memory button (**M1**, **M2** or **M3)** under which the phone number you want is stored.

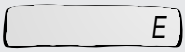
▷ The phone number is dialled automatically.

To store phone numbers in the Quickdial memory

Your Decor 200 has 10 'two-touch' memory locations which are dialled by using the **QUICKDIAL** button.

1. Lift the handset.
2. Press the **STORE** button.

3. Display shows *E*.



4. Dial the phone number to be stored.
5. Press the **STORE** button.

Press the **0**-**9** keypad button under which you want to store the number.

▷ The phone number is now stored.

○ Repeat these steps for any other numbers you want to store, using a different **0**-**9** location code for each one.

Each memory location can store a maximum of 16 digits.

Stored numbers can include switchboard and network services that use the ✶ and # buttons as well as the **PAUSE** *function.*

Quickdial memory label
Use the memory label to keep a record of which 0-9 location code you have used for each number.

To dial a number stored in the Quickdial memory

1. Lift the handset. Press the **QUICKDIAL** button.

2. Press the **0**-**9** location under which the number you require is stored.

▷ The phone number is dialled automatically.

To store a phone number you have dialled

When making a phone call, you can store the number you have just dialled.

1. Before replacing the handset press the **STORE** button *twice*.

2. Press the **0**-**9** keypad button under which you want to store the number.

▷ The phone number dialled is now stored.

To change numbers stored in the memory

To change phone numbers stored in the memory, simply repeat the process of storing the original numbers but enter the new number. The number stored in that location is automatically replaced by the new number.

To store a pause in the memory

With some switchboards, after dialling the access code you may have to wait for a moment while the switchboard picks up an outside line. If so, you can insert a pause into the number to allow for this delay.

A pause can also be stored as part of a number in the memory.

When storing a phone number in the Quickdial memories:

1. Enter the first part of the phone number (the access code) which gives you an outside line.
2. Now enter a pause by pressing the **REDIAL** button.

Redial

3. Enter the remaining part of the phone number.

▷ The phone number is dialled automatically with a pause of around one second inserted.

Using the RECALL button

Recall

This button signals a time break recall. If you are connected to a PBX (Private Branch Exchange), contact your PBX supplier for further information. The recall button is also used for BT Select Services.

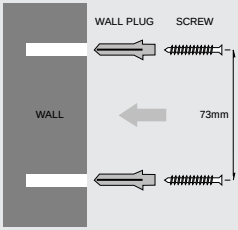
Wall-mounting

Your Decor 200 can be wall-mounted using the screws and wall plugs provided.

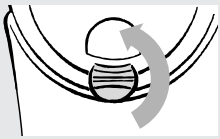
Before you wall-mount your Decor 200, check that:

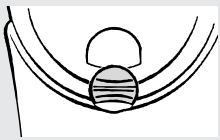
- *the wall can support the weight of the phone;*
- *the position you choose leaves sufficient space so that the phone is clear of any obstruction on the wall, such as a shelf or cupboard.*

1. Drill two holes for the screws 73mm vertically apart. Insert the wall plugs provided (if required).



2. Drive the screws into the wall, leaving about 4mm free on which to hang the phone.
3. Press the phone line cable into the channel on the bottom of the phone, so that the phone lies flat against the wall.
4. Hang the holes on the back of the phone over the screwheads and *gently* pull the phone downward to make sure it is securely in place.
5. Rotate the handset hook 180°, so that you can hang up the handset when the phone is wall-mounted.





Technical information

Environment

Your Decor 200 should be kept free of dust, moisture, high temperature, vibration and should not be exposed to direct sunlight. It should not be used in bathrooms or near water.

How many phones can you have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items that may be connected to any one telephone line. Your Decor 200 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Connection information

Your Decor 200 may be connected to public networks in the United Kingdom.

It may also be connected to switching systems that use tone (MF) signalling, with timed break recall. If in doubt, your switch supplier or maintainer should be able to offer help. Advice on connection to BT switching systems can be obtained by dialling BT **Free***fone 0800* **800 152**.

Generally your Decor 200 can be connected to any switchboard where a simple modern telephone can be used to make and receive calls.

Guarantee

If you own your Decor 200 - under BT's guarantee.

BT guarantees the product for one year provided that:

The goods have only been used for their intended purpose, and have not been subjected to misuse, or been wilfully or accidentally damaged.

The goods have not been tampered with or repaired by anyone other than BT, its staff or agents. If a fault does occur in this product, and you bought the unit yourself, provided that you return it to the place of purchase and produce your receipt, it will either be repaired or replaced free of charge. The terms and conditions of this guarantee do not affect your statutory rights.

If you own your Decor 200 - outside guarantee.

If your Decor 200 needs repair after the guarantee period has ended, it must be repaired so as to remain compliant with the approval requirements for connection to the telephone network. We recommend that you call BT on **Free***fone 0800* **800 150**, or visit your nearest BT shop, and you will be informed of our recommended repair agents.

Offices in Europe, North America, Japan and Asia Pacific.

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APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them